

13 June 1947

MEMORANDUM FOR ADVISOR FOR MANAGEMENT, ICAPS

Subject: Functions of Office of General Counsel

1. The Office of General Counsel is responsible for advising the Director and all branches and officers of the Central Intelligence Group on legal matters arising out of the performance of its official duties. This includes advice in the first instance on all legal problems of whatsoever nature, and reference in appropriate cases where no security is involved to other Government agencies responsible for interpretation of the law, but final advice on problems where the security regulations of the agency's activities prevent reference to outside authorities.
2. The Office of General Counsel is available for direct consultation and advice to any office of CIG. In the event that such a direct request for ruling or advice involves other branches or offices, the Office of General Counsel is responsible for necessary coordination and for obtaining the requisite concurrences insofar as the legal aspects are concerned.
3. In addition to legal questions arising out of the official business of the agency, the Office of the General Counsel is available for advice to individuals whose connection with the agency may create a security problem that would prevent consulting a private attorney. Whenever there is doubt about such security aspects the Office of General Counsel should be consulted, either for clearance in conjunction with the Security Office or for assistance if clearance cannot be given.
4. Liaison with outside offices is occasionally channelled through the Office of General Counsel when legal problems are involved, and that office is the sole liaison with the Bureau of Employees Compensation, and all claims arising out of illness or injury incurred in the line of duty should be forwarded to General Counsel for processing and necessary action.

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LAWRENCE R. HOUSTON
General Counsel

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Executive for Administration and Management

1 July 1947

Executive Director

Tentative T/O for the Office of the General Counsel

1. The following tentative Table of Organization is approved for the Office of the General Counsel and the Legislative Liaison Officer:

1	General Counsel	P-8	✓	Written P-8
	Alternate	P-7		
1	Assistant General Counsel	P-7	✓	P-7
	Alternate	P-6		
1	Special Counsel for CMO	P-6	✓	P-4
1	Administrative Assistant	CAF-4	✓	
1	Chief Stenographer	CAF-4	✓	
1	Legislative Liaison Officer	P-7	✓	P-6
	Alternate	P-6		
1	Administrative Assistant Sec. (Steno)	CAF-4	✓	CAF-6
1	Chief Stenographer	CAF-4	✓	

2. Alternate grade levels are set forth for two positions in the Office of the General Counsel and one position in the Legislative Liaison office with the understanding that both positions cannot be occupied concurrently.

3. Appointments and/or promotions to the tentative grades indicated in paragraph (1) above will be restricted to at least one grade lower for each position represented until such time as Civil Service Commission approval has been obtained for the tentative grades.

4. Please take action to establish the tentative grades with the Civil Service Commission.

5. Personnel ceilings for all fiscal quarters up to and including the quarter ending 30 June 1948 are established as follows:

Office of General Counsel - 5
Legislative Liaison Officer - 3

The above ceilings limit the number of personnel that may be assigned to these offices during the period specified and includes all types of personnel (vouchered, unvouchered, military, and naval).

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General Counsel (1)
Legislative Liaison Officer (1)
Pers. Div. ADM (2)
Finance Div., ADM (1)

SHIRLEY EDWARDS
Colonel, FA
Acting Executive Director

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